

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Worker I (Water) Water Utility Worker II	Job Family: 6 6
General Classification: Front-Line	Job Grade: 12 16

Definition: To perform a variety of semiskilled and skilled work in the maintenance of water distribution systems and installation, testing, reading and repairing of residential and commercial water meters and backflow devices.

Distinguishing Characteristics:

Utilities Worker I: This is the entry-level class in the Utilities Worker series. This class is distinguished from the Water Utility Worker II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or nondirectly related work experience. Employees work under immediate supervision while learning job tasks.

Water Utility Worker II: This is the full journey-level class within the Utilities Worker series. This class is distinguished from the Utilities Worker I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Supervision Received and Exercised:

Utilities Worker I: Receives immediate supervision from an assigned supervisor and technical supervision from higher-level maintenance positions.

Water Utility Worker II: Receives general supervision from an assigned supervisor and technical supervision from a Water Utility Worker III; may exercise technical supervision over maintenance personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Handle complaints and answer questions from the public.
2. Perform general painting, plumbing and carpentry work as needed.

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3. Make minor adjustments on service equipment; maintain tools and equipment in working order.
4. Maintain logs of daily activities.
5. Maintain, replace and repair water lines; measure, cut and thread pipe as needed.
6. Perform field duties related to the installation, repair and maintenance of water system.
7. Perform emergency repairs to water lines, as necessary; establish proper traffic control devices in doing such work.
8. Perform routine and annual maintenance of water system; respond to system breaks and stops in services.
9. Read meters according to established schedules, maintain proper records of meter readings and calculate water usage.
10. Connect and disconnect customer water services.
11. Inspect, test, repair, install and replace meters and backflow devices.
12. Maintain records of meter tests and repairs.
13. Perform related duties as assigned.

Minimum Qualifications:

Utilities Worker I

Knowledge of: Common tools and materials used in assigned area of responsibility; basic water system repair and maintenance procedures and practices; and principles and practices of safety related to area of assignment; procedures for the inspection of backflow devices; and cleaning, setting, installation, removal and repair of water meters.

Ability to: Perform minor maintenance activities related to area of assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with a variety of tools related to utilities maintenance; learn to operate a variety of maintenance equipment; and perform heavy manual labor; and learn meter maintenance duties.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of experience in construction or field maintenance work. Training equivalent to the completion of the 12th grade.

Required Licenses or Certificates: Possession of a valid Class C California driver's license required. Possession of a valid Class B California driver's license within six months of appointment. Possession of a California Department of Public Health Water Distribution Operator Grade 1 Certificate required. Must maintain current CPR/first aid certification

Water Utility Worker II

In addition to the requirements for Utilities Worker I:

Knowledge of: Principles and practices of water system maintenance and repair activities; principles and operation of portable pumps and valves; trenching and shoring safety practices; and techniques and procedures in basic carpentry, metal, masonry and mechanical work; functions and operating principles of water meters and backflow devices; procedures for reading water meters and reporting water use data; and water metering and billing procedures of the City.

Ability to: Operate motorized equipment such as trucks and front-end loader; operate specialized job-related equipment including pneumatic tools and tampers; perform journey-level skilled water maintenance duties; and read and understand schematic diagrams; inspect, clean, install, remove and repair water meters and backflow devices; explain Water Division policies and procedures related to water service and billing to customers; and listen to water customer complaints and check meter functioning to resolve such complaints.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of water experience equivalent to the Utilities Worker I in the City of Mountain View. Training equivalent to the completion of the 12th grade.

Required Licenses or Certificates: Possession of a valid Class C California driver's license at time of appointment. Possession of a valid Class B California driver's license within six months of appointment. Possession of a California Department of Public Health Water Distribution Operator Grade 1 Certificate is required. Possession of a California Department of Public Health Water Distribution Operator Grade 2 Certificate

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and an AWWA Backflow Prevention Assembly Testers Certificate are highly desirable.
Must maintain current CPR/first aid certification.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

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